



Department of ADMINISTRATIVE SERVICES Job Postings



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE LEARNING DISABILITIES SPECIALIST FULL TIME 10 MONTH, TENURE TRACK POSITION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Winsted, CT

Minimum Salary: \$ 52,577 approximate annual, plus excellent medical insurance, retirement and related fringe benefits.

Closing Date: January 3, 2017

Minimum Qualifications: Master's degree in an academic field closely related to the position's specialty, together with one to four years of related experience.

Required Qualifications: Candidates must demonstrate substantial knowledge, skills, and abilities in the following areas: learning disabilities and required interventions and accommodations in an academic environment; laws and regulations applying to students with special needs; assessment and diagnostic testing methods and instruments; advising students with special needs; design and development of special needs interventions and assistance; information technology literacy skills; and effective oral and written communication.

Preferred Qualifications: Preference will be given to candidates with experience in post-secondary education and proficiency in American Sign Language (ASL).

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Responsibilities: Under the direction of the Director of Student Development, the incumbent is accountable for contributing to successful learning experiences for students through effective performance in these essential functional areas: program development (developing effective programs to assist students with learning and other disabilities to participate in the College's academic instruction), diagnostic assessment and guidance of students (performing or supervising diagnostic testing of students and for providing professional guidance on best approaches for students' learning opportunities), supervision of assistance services (delivery of useful learning assistance services to students), academic advising for general student population as needed, and budget management (fiscal integrity of the College's learning assistance program).

Application Instructions: PLEASE SUBMIT THE FOLLOWING ELECTRONICALLY:

Only complete application packages received by the closing date will be accepted for consideration. The final candidate will be required to successfully pass a background check.

- Letter of Intent
- Resume
- Names and contact information of three (3) professional references
- Typed Board of Regents Employment Application, available at: [NCCC Human Resources forms](#)
- Unofficial Transcripts from each Degree-Granting Institution

You may email your application package to **NW-HumanResources@nwcc.edu**

NCCC does not discriminate on the basis of race, color, religious creed, age, sex, including pregnancy, sexual harassment and sexual assault, marital status, national origin, ancestry, sexual orientation, transgender status, gender identity or expression, genetic information, workplace hazards to reproductive systems, present or past history of mental disability, intellectual disability, learning disability or physical disability, prior criminal record or any other protected class in its programs and activities. In addition, NCCC does not discriminate against persons on the grounds of political beliefs or veteran status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Ruth Gonzalez, Director of Student Development, (Title IX and Section 504/ADA Coordinator) NCCC, Park Place East, Winsted, CT 06098, Green Woods Hall, (860) 738-6315, Rgonzalez@nwcc.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Northwestern Connecticut Community College is an affirmative action/equal opportunity employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans